

1527

6/30/89

MASTER AGREEMENT

BETWEEN THE

SCHOOL DISTRICT OF THE CITY OF IRON MOUNTAIN

AND THE

IRON MOUNTAIN EDUCATION SUPPORT PERSONNEL ASSOCIATION

JULY 1, 1988 - JUNE 30, 1989

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

Iron Mountain Public Schools

1988-89

MASTER AGREEMENT

IRON MOUNTAIN EDUCATION SUPPORT PERSONNEL ASSOCIATION

I.
RECOGNITION

The Iron Mountain Public School District, hereinafter called "Employer" or "District" or "Board" hereby recognizes the Michigan Educational Support Personnel Association (MESPA), an affiliate of the National Education Association and the Michigan Education Association, hereinafter called the "Association" or "Union", as the sole exclusive bargaining representative, for the purpose of, and as defined in, the Public Employment Relations Act, as amended, MCLA 423.201 et Seq; MSA 17.455 (1) et Seq; (Pera), for all personnel (as certified by the Michigan Employment Relations Commission) whether full or part-time, probationary or non-probationary, employed by the Employer performing any work currently being performed by bargaining unit members or any similar work including by ways of illustration only to aides, secretaries, community school secretaries, library clerks, drivers, and custodial/maintenance employees, but excluding: superintendent's secretary, lunch room aide, high school work study employees, college seasonal employees, and supervisory personnel, unless otherwise indicated, use of the term "Employee" or "Bargaining Unit Member" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit.

II.
ASSOCIATION RIGHTS

The Association and its representatives shall have the right to use Employer buildings at all reasonable hours for meetings.

The Association shall have the right to post notices of activities and matters of Association concern on designated existing bulletin boards, at least one of which shall be provided in each building or facility to which bargaining unit members may be assigned. The Association may use the internal document delivery service of the Employer, without U.S. postage, and employee mail boxes for communication to bargaining unit members.

The Employer agrees to furnish to the Association in response to reasonable requests all available information

concerning its financial resources and expenditures, including but not limited to: annual financial reports and audits, names, addresses, seniority and experience credit of all bargaining unit members, compensation paid thereto, all budgetary information and allocations; agendas, minutes, and reports of or all Employer board meetings; census and membership data; and other such information as will assist the Association in developing intelligent, accurate, informed programs or proposals on behalf of bargaining unit members together with information which the Association may require to process any grievance or complaint.

The Employer shall grant the Association ten (10) leave days for the use of its representatives to conduct Association business or participate in Association activities. The first five (5) days shall be paid by the Board and the second five (5) shall be paid by the Association

III. BOARD RIGHTS

The Association recognizes that the Employer has the responsibility and authority to adopt reasonable rules or policies, to manage and direct, on behalf of the public, operations and activities of the Iron Mountain Public School District to the full extent authorized by the laws and the Constitution of the State of Michigan and of the United States provided that such rights and responsibilities shall be exercised by the Employer in conformity with the provisions of this Agreement.

IV. ASSOCIATION DUES & PAYROLL DEDUCTION

A. Membership in the Association shall be open to all employees regardless of race, sex, creed, marital status, or national origin.

B. Any employee who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of duties, shall, as a condition of employment, pay as a service fee to the Association an amount, legally determined, required to be paid by members of the Association, including local, state, and national dues; provided, however, that the employee may authorize payroll deduction for such fee in the same manner as provided herein. In the event that an employee shall not pay such service fee directly to the Association or authorize payment

through payroll deduction, as provided in the agreement, the Board shall, at the request of the Association, terminate the employment of such employee. The parties expressly recognize that the failure of any employee to comply with the provisions of this article is just and reasonable cause for discharge.

V.

REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

A. No Employee shall be laid off pursuant to a necessary reduction in the work force unless said Employee shall have been notified of said layoff at least thirty (30) days prior to the effective date of the layoff. In unforeseen financial emergency, a minimum of 10 days notice shall be given.

B. In the event of a necessary reduction in work force, the Board shall first lay off probationary employees, then the least senior employees. In no case shall a new employee be employed by the Board while there are laid off employees who are qualified for a vacant or newly-created position.

C. Employees whose positions have been eliminated or reduced due to reduction in work force shall have the right to assume a position for which they are qualified, which is held by a less senior employee.

D. In the event of a reduction in the work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining his/her normal work schedule, provided he/she has greater departmental seniority than the employee he/she seeks to replace. In no case shall a reduction of any employee's work hours take effect until the Board gives ten (work) days written notice to the affected employee/s.

E. Employees shall be recalled in inverse order to their district seniority to any position for which they are qualified. Any employee who has served more than thirty (30) working days in a classification shall be deemed qualified for any position in that classification.

F. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Board's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to his/her current mailing address. A recalled employee shall be given up to five (5) calendar days from receipt of notice, to report to work. The Board may fill the position on a temporary basis until the recalled employee can report for work. Employees recalled to work

for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which he/she is qualified shall forfeit his/her seniority rights.

G. By May 15 of each year a laid off employee must notify the Employer, in writing, of his/her desire and availability to return to work.

H. Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due to the shortage of funds or lack of work; however, any regular full or part-time employee shall not be reduced below their full or part-time work schedule by the hiring by the hiring of additional personnel.

I. A laid-off employee shall upon application, and at his/her option, be granted priority status on the substitute list according to his/her seniority if they are qualified. Laid off employees may continue their health, dental, and life insurance benefits by paying the regular monthly premium rate for such benefits to the Board and in accordance with the insurance carrier's regulations.

VI. SENIORITY

A. Seniority shall be defined as the length of service within the district as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual has the same starting date of work, position on the seniority list shall be determined by earliest date of application for employment.

B. Part-time employees shall accrue seniority on a pro-rata basis. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their first day of work.

C. All employees shall hold dual seniority dates. The first shall reflect his/her most recent date of hire by the district. The second shall reflect his/her most recent date of district employment in one of its classifications. For purposes of this provision, all employees shall be placed in one of the following classifications based on their current assignments:

1. Custodial/Maintenance
2. Maintenance/Custodial
3. Secretarial/Clerical/Library Aide
4. Aides
5. Drivers

6. Community School Secretary

D. The Employer shall prepare, maintain, and post the seniority list. The initial seniority list shall be prepared and posted within thirty (30) days after the effective date of this Agreement with revisions and updates posted annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Association. Seniority shall be lost by an employee upon termination, resignation, retirement. An employee may transfer to a non-bargaining unit position for a grace period of one year with no loss of seniority.

VII.

VACANCIES, TRANSFERS, AND PROMOTIONS

A. A vacancy shall be defined as any position, either newly created or a present position that is not filled.

B. All vacancies shall be posted in a conspicuous place in each building of the district for a period of five (5) working days. The posting shall contain the following information:

1. Classification
2. Location of work
3. Starting date
4. Rate of pay
5. Hours to be worked
6. Minimum qualifications

Interested employees may apply in writing to the superintendent, or designee, within the five (5) day posting period. The Board shall notify employees of vacancies occurring during the summer months by sending notice of same to the Association President by the U. S. Mail.

C. Vacancies shall be filled with the most senior qualified applicant from within the affected classification. Should no employee from the affected classification apply, the vacancy shall then be filled with the most senior qualified applicant from other classifications.

D. The employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing.

E. In the event of promotion in the classification or transfer from one classification to another, the employee shall be given a thirty (30) work day trial in which to show his/her ability to perform on the new job. The employer shall give the employee promoted or transferred reasonable

assistance to enable him/her to perform up to employer standards on the new job. If the employee is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected employee and within the trial period, the employee shall be returned to his/her previous assignment.

F. The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. In all cases, involuntary transfers will be affected only for reasonable and just cause.

G. Any employee asked by a supervisor to temporarily assume the classification of another employee will be paid the rate for those duties. An employee's rate shall not be reduced by any temporary change in classification.

VIII. UNPAID LEAVES

A. General Conditions

Leaves of absence without pay or benefits up to one (1) year in duration shall be granted upon written request from an employee without loss or accumulation of seniority.

Requests for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of said leave. Parental child-care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child.

An employee returning from a leave of absence shall be reinstated to the position and classification he/she held when the leave began. At least thirty-five (35) days prior to the date a leave is scheduled to expire, an employee shall notify the Board of his/her intent to return to work.

B. Unpaid leaves of absence may be taken for the following:

1. Military - A military leave of absence shall be granted to any employee who shall be inducted for military duty in any branch of the armed forces of the United States. Upon return from such leave, an employee shall be placed in the same classification and experience level as he/she would have been had he/she worked in the district during such period. The employee shall have ninety (90) days from the date of discharge to report for work unless a military incapacity should exist; in which case a reasonable time extension shall be considered. In the event of dishonorable discharge, the employee shall forfeit all recall rights.

2. Parental Child-Care - A leave of absence shall be granted to any employee for the purpose of child care. Said leave shall commence upon request of the employee. A pregnant employee may commence said child care leave at her option. In the event of death of the object child, the leave of absence may be terminated upon request of the employee; this shall be a contractual exception.

3. Public Service - A leave of absence not to exceed 1 term of office shall be granted to any employee for the purpose of campaigning or serving in a public office. Upon return from such leave, an employee shall be placed in the same classification and experience level as he/she was in at the time the leave was given.

4. Upon request, a one (1) year multi-purpose leave shall be granted to any employee who has eight (8) years of service in the District. This leave shall not terminate less than one (1) year and cannot be extended beyond one (1) year.

IX. PAID LEAVES

All employees shall have the following days off with pay. Pay shall be for the regularly scheduled hours of each employee. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day.

- Labor Day
- Thanksgiving Day and day after
- Christmas Eve day
- Christmas Day
- New Year's Eve day
- New Year's Day
- Good Friday
- Memorial Day

Employees working summers shall have the days provided above plus July 4.

In the event a holiday occurs while an employee is on sick leave, he shall receive holiday pay for the holiday and no charge will be made against his accumulated sick leave. The Board shall have the right, under these conditions, to have the illness verified by a doctor. Employees called to work on any of the above holidays, shall receive a one (1) hour call-in guarantee.

VACATIONS

Employees who are in the employment of the Employer for the full fiscal year shall be entitled to vacation with pay under the following schedule:

1. Employees who have completed one (1) full year of service shall be granted two (2) weeks of vacation.
2. Employees who have completed eight (8) years of service shall be granted three (3) weeks vacation.
3. Employees who have completed fifteen (15) years of service shall be granted four (4) weeks vacation.
4. Vacation time shall be given to all regular full time and part time employees on a pro-rated basis of the number of hours worked per year.

In the event that an employee is unable to complete the full year of employment as required to receive his full vacation and if the cause is for reasons beyond his control; vacation pay will be pro-rated using full months to make the computation.

Vacations shall be granted at any time according to seniority (with the exception of the two week prior to the opening of school) at the discretion of the superintendent as long as it does not interrupt the normal work schedule.

Vacation time taken during the two weeks prior to the opening of school shall be required in writing to the Board of Education.

If a holiday falls within an employees' vacation period, he shall be granted an additional day off in conjunction with his vacation period.

SICK LEAVE

Sick leave days will be earned at the rate of one (1) day for each full month of employment and may be accumulated unlimited.

Leaves of absence with pay, chargeable against the employees sick leave shall be granted for the following reasons:

1. A maximum of three (3) days per school year for a critical illness or death in the immediate family.
2. One day when emergency illness in the immediate family requires an employee to make arrangements for necessary medical or nursing care. The immediate family will include: children, mother, father, wife, or husband.
3. One day funeral leave will be allowed to any member as a pall bearer. An employee may request notification of accumulated sick leave days at any time.

PERSONAL DAY

Two days per year shall be provided each full time employee as a business leave day to conduct legitimate business,

professional and/or family obligations an employee may encounter and cannot meet outside of the regular work day. A statement of purpose shall be given to the business manager two (2) weeks prior to the leave and shall have his full approval except for emergencies which will be handled directly with the principal. This time shall not be used for the following purpose:

1. applying for other employment
2. for purposes of outside business interests

One personal day may be carried over to the following school year if not used. Maximum allowable personal days used in any one school year is limited to three (3).

JURY DUTY

A leave shall be granted for jury duty and an employee shall be compensated for any loss in salary that may occur. Combined jury pay and wages shall not exceed the employee's regular wage scale for days granted for jury duty.

TERMINATION PAY

In recognition of service to the School District of the City of Iron Mountain, an employee will be paid upon retirement, \$35.00 per year for each year of service in the Iron Mountain School District. To qualify, an employee must have a minimum of ten (10) years of service in the Iron Mountain School District. All years of service will be paid including the first ten (10) qualifying years. This payment will be made upon showing proof that the retiree is receiving retirement benefits under the Michigan School Employees Retirement System. If death occurs between the time of leaving the service of the Iron Mountain School District and receiving retirement benefits, the payment will be made to the surviving spouse or designated beneficiary. to the surviving spouse or designated beneficiary.

This payment for part time employees shall be prorated (i.e. a half time (1/2) employee would receive \$17.50 per year if all other qualifications are met).

X.

GRIEVANCE PROCEDURE

A. a claim by an Association member that there has been a violation or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided. The Association may process a grievance in behalf of an employee or group of employees without his/her consent.

B. Level I - Any member who believes he/she has a grievance shall present such grievance to their immediate supervisor on an informal basis. If the grievance is not resolved within fifteen (15) working days of occurrence, the grievance shall be reduced to writing and submitted to the supervisor within two (2) working days.

C. Level II - The grievance may invoke the formal grievance procedure on the form set forth in annexed schedule D., signed by the grievant and a representative of the Association, which form shall be available from the Association representative. A copy of the grievance form shall be delivered to the supervisor. If the grievance involves more than one building or position, it maybe filed with the superintendent or a representative designated by him/her.

Within three (3) work days of the receipt of the grievance, the supervisor shall meet with the grievant and the Association in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievant. The administration shall have the option of using supportive personnel in any stage of the grievance procedure.

D. Level III - If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) working days of such meeting (or six (6) working days from the date of filing at Level II, whichever shall be later) the grievance shall be transmitted to the superintendent or his/her designee.

Within five (5) working days, the superintendent or his/her designee shall meet with the grievant on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the grievant.

E. Level IV - If the grievant is not satisfied with the disposition of the grievance by the superintendent or his/her designee, or if no disposition has been made within five (5) working days of such meeting (or ten (10) working days from the filing at Level III, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary or other designee of the Board. The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the Association.

F. Level V - If the grievant is not satisfied with the disposition of the grievance by the Board of Education, appeal may be taken to an impartial arbitrator. Such appeal is to be effected within fifteen (15) calendar days of receipt of the answer from Level IV of the grievance procedure, shall be in writing and shall specify the grievance and the disposition from which appeal is taken.

The arbitrator shall be agreed upon by the Board and the Association, or if no agreement is reached within five (5) days of notice of appeal to arbitration, the parties agree to utilize the services of the American Arbitration Association as arbitrators.

The arbitrator in making his/her decision shall not change, alter, or modify, nor shall he/she add to or subtract from any term or provision of the agreement. The parties agree that an arbitrator's decision, if made in accordance herewith, shall be final and binding upon them.

G. The fees and expenses of the arbitrator shall be paid by the losing party.

H. The time limits provided in this article shall be strictly observed or the grievance shall be deemed to be waived except that limits may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall process such grievance prior to the end of the school term or as soon thereafter as possible.

I. A grievance may be withdrawn at any level without prejudice or record.

XI.

BARGAINING UNIT WORK

A. The Employer agrees that supervisors or non-unit personnel shall not be used at any time to displace employees regularly employed in the bargaining unit, except in emergencies when Association members are not available.

B. The Board will continue its established policy and practice of giving employees preference for work they have customarily performed. In accordance therewith, the Board will not subcontract work unless (a) the skills and equipment needed to perform the work specified are unavailable to the school system or (b) the schedule for such work cannot be met with the equipment or skills for such work or (c) the Employer does not have adequate manpower.

C. No member of the bargaining unit shall be required to dispense prescription medicine to students.

XII.
DISCIPLINE

A. No employee shall be disciplined (including reprimands, suspensions, reductions in rank or occupational advantage, or discharge) without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee in writing.

B. An employee shall be entitled to have present a representative of the Association during any meeting which leads to disciplinary action. When such a request for representation is made, no action shall be taken until the representative is present.

XIII.
MAINTENANCE OF STANDARDS

A. All conditions of employment, including working hours, extra compensation for duties outside regular working hours, relief periods, and general working conditions shall be maintained at not less than the highest minimum standard in effect in the district at the time this Agreement is signed; provided that such conditions shall be improved for the benefit of employees as required by express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive employees of advantages heretofore enjoyed unless expressly stated herein.

XIV.
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1988, and shall continue in effect until the 30th day of June 1989. Negotiations between the parties shall begin at least 30 days prior to the contract expiration date. If Agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period by mutual written agreement of the parties.

B. Copies of this agreement shall be printed at the expense of the District within sixty (60) school days after the Agreement is ratified and presented to all bargaining unit members. In addition, the District shall provide the Association ten (10) copies without charge.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective representatives.

ASSOCIATION

BY _____
President

BY _____
MESPA/MEA/NEA

BY _____
PN Chair

BOARD

BY _____
President

BY _____
Secretary

BY _____
Trustee

DATE: _____

XV.
SCHEDULES AND BENEFITS

1988-89 SALARIES

| | |
|--|---------------|
| AIDES - 1,086 hours per year full time | |
| 1st year | 5.00 per hour |
| 2nd year | 5.25 per hour |
| 3rd year | 5.50 per hour |
| 4th year | 5.75 per hour |
| 5th thru 9th year | 6.00 per hour |
| 10th thru 15th year | 6.25 per hour |
| 16th thru 19th year | 6.50 per hour |
| 20 years and over | 7.00 per hour |

Future increases to be applied to the base rate, the \$.25 and \$.50 increments to remain in tact.

| | |
|---------------------------------|-------------------|
| Community School Office Manager | \$19,386 per year |
| East Ele Prin. Secretary | \$ 6.50 per hour |
| Central Sch. Prin. Secretary | \$ 7.92 per hour |
| Comm Sch. - Level I Secretary | \$ 8.03 per hour |
| Comm Sch. - Level II Secretary | \$ 5.32 per hour |
| Sr. High Sch. Prin. Secretary | \$17,724 per year |
| Sr. High Guidance Sec/part-time | \$ 6.22 per hour |
| Sr. High Library Clerk/Guidance | \$ 6.30 per hour |
| Central School Library Aide | \$ 5.60 per hour |
| Accountant | \$16,750 per year |
| Financial Secretary | \$22,598 per year |
| Iron Mountain Driver | \$ 7.84 per hour |
| Community School Driver | \$ 6.30 per hour |

| | CUSTODIAL - MAINTENANCE | | |
|------------------|-------------------------|-----------|-------|
| | HR. RATE | LONGEVITY | TOTAL |
| Start | 8.20 | - | 8.20 |
| 6 month | 8.20 | .10 | 8.30 |
| 2nd year | 8.25 | .10 | 8.35 |
| 3rd year | 8.30 | .10 | 8.40 |
| 4th year | 8.40 | .10 | 8.50 |
| 5th year | 8.50 | .10 | 8.60 |
| 6th - 9th year | 8.60 | .20 | 8.80 |
| 10th year | 8.70 | .20 | 8.90 |
| 11th - 14th year | 8.80 | .30 | 9.10 |
| 15th year | 8.90 | .30 | 9.20 |
| 16th and over | 9.00 | .40 | 9.40 |

Grandfather present employees as of 9/14/88 at 16th and over hourly rate plus actual longevity.

MAINTENANCE/CUSTODIAL

| | HR. RATE | LONGEVITY | TOTAL |
|--------------------|----------|-----------|-------|
| Start | 8.40 | - | 8.40 |
| 6 month | 8.40 | .10 | 8.50 |
| 2nd year | 8.45 | .10 | 8.55 |
| 3rd year | 8.50 | .10 | 8.60 |
| 4th year | 8.60 | .10 | 8.70 |
| 5th year | 8.70 | .10 | 8.80 |
| 6th -9th year | 8.80 | .20 | 9.00 |
| 10th year | 8.90 | .20 | 9.10 |
| 11th - 14th year | 9.00 | .30 | 9.30 |
| 15th year | 9.10 | .30 | 9.40 |
| 16th year and over | 9.20 | .40 | 9.60 |

Grandfather present employees as of 9/14/88 at 16th and over hourly rate plus actual longevity.

INSURANCE

HEALTH/MEDICAL - The Board shall provide payment of premiums for SET Ultra-Med "500", Plan D health/medical insurance for the following groups/positions:

1. Custodial-Maintenance
2. Maintenance-Custodial
3. Accountant
4. Sr. high School Principal's Secretary
5. Class I & II Community School Secretaries
6. Community School Office Manager

The Board will pay insurance premiums for the school year only for the following employees:

1. Central School Principal's Secretary
2. Sr. High Sch. Library Clerk/Guidance
3. Iron Mountain Driver
4. Community School Driver

The Board shall provide not more than the following amounts in the respective rate categories toward said health/medical premiums:

1. Single - A \$500 single payment each year plus \$114.30 per month.
2. Employee and spouse or employee and child (ren) - A single payment of \$500 each year plus \$294.16 per month.
3. Family - A single payment of \$500 each year plus \$317.15 per month.

DENTAL - The Board shall provide the premium payment each month for SET Ultra-Dent incentive 50-50-50, \$1,500.00 orthodontic dental plan for the following groups/positions:

1. Custodial/Maintenance
2. Maintenance/Custodial
3. Accountant
4. Sr. High Sch. Principal's Secretary
5. Class I & II Community School Secretaries
6. Community School Office Manager

The Board will pay insurance premiums for the school year only for the following groups/positions:

1. Central School Principal's Secretary
2. Sr. High Sch. Library Clerk/Guidance
3. Iron Mountain Driver
4. Community School Driver
5. Teacher Aides

The Board shall provide not more than the following amounts in the respective rate categories toward said dental plan premiums:

Self - \$ 13.75
Family - \$ 46.44

VISION - The Board shall provide the premium payment each month for SET Ultra Vision Basic Plan for the following groups/positions:

1. Custodial/Maintenance
2. Maintenance/Custodial
3. Accountant
4. Sr. High School Principal's Secretary
5. Class I & II Community Sch. Secretaries
6. Community School Office Manager

The Board will pay insurance premiums for the school year only for the following employees:

1. Central School Principal's Secretary
2. Sr. High School Library Clerk/Guidance
3. Iron Mountain Driver
4. Community School Driver

The Board shall provide not more than the following amounts in the respective rate categories toward said vision plan premiums:

Self - \$ 6.16 per month
Family - \$16.88 per month

Should the employee elect to take a lesser dental, vision, or health/medical plan, the difference will not be applicable to other types of insurance or other options.

Change in family status shall be reported by the employee within thirty (30) days of such a change. The employee shall be responsible for any over payment of premiums made by the Board in his or her behalf for failure to comply with this procedure.

Employees who have Board provided insurance premiums are responsible to contact the insuring carrier within thirty (30) days of termination for conversion provisions available upon termination.

Open enrollment for application for benefits shall be the month of September of each year.

All benefits and coverage shall be subject to and conditioned upon proper application by the employee and the subsequent acceptance of the application by the carrier.

All benefits and coverage shall be subject to and conditioned by the terms and provisions of the policy, rules and regulations of the carrier.

